JOB ANNOUNCEMENT:
Human Resources Specialist

Shoreline Fire Department is hiring for the position of Human Resources Specialist

This is a full-time, non-exempt position reporting to the Director of Human Resources. This role provides a wide variety of confidential functions in support of the Human Resources division.

This is a non-uniformed position represented by the International Association of Firefighters (IAFF) Local 1760.

SUMMARY OF KEY DUTIES AND RESPONSIBLITIES

For full job description, visit our website at **www.shorelinefire.com**.

- Provide HR administrative support including arranging and attending meetings, coordinating schedules, preparing confidential correspondence, comprehensive reports, surveys, and memorandums.
- Compile, analyze, and summarize HR data and prepare reports and recommendations as requested.
- Assist in recruitment, selection, promotional, and onboarding processes.
- Provide administrative and procedural support for employee relations matters and workplace investigations as appropriate.
- Maintain confidential paper and electronic personnel records in accordance with applicable law, record retention requirements, and Department policy.
- Monitor assigned projects and communicate issues, risks, or deadlines to the Senior HR Specialist or Director of HR for timely resolution.
- Apply Department policies, collective bargaining agreements, procedures, and applicable employment law within scope of position.
- Assist in maintaining job descriptions, salary records, organizational charts, and other HR-related documentation.
- Under direction of Senior HR Specialist and Director of HR, assist with the facilitation of development, coordination, and administration of a wide variety of HR functions, including performance management, employee training and development, DEIB Committee, benefits and leave management, and internal and external communications.

SALARY RANGE

$7,844.77 – 9,805.96 per month (DOE)

BENEFITS

- Comprehensive medical, dental, & vision coverage (100% premium costs paid for employee and eligible dependents)
- State Retirement System Pension (PERS)
- Life Insurance
- Long-term Disability Insurance
- 457 Deferred Compensation Plan
- Wellness Program
- Healthcare Reimbursement Account
- Wellness Program
- Education Incentive & Tuition Reimbursement
- Paid Sick Leave, Vacation, Holiday Pay
- Clothing Allowance
- Longevity pay

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REQUIRED EDUCATION AND/OR EXPERIENCE

- High school diploma or equivalent (GED, etc.)
- Progressively responsible administrative experience involving confidential records, employee support, human resources, or a related field.

DESIRED QUALIFICATIONS

- A two-year degree in a human resources or business-related field
- SHRM-CP, SHRM-SCP, PHR, or SPHR Certification
- Experience in a public service agency

APPLICATION REQUIREMENTS

To apply, please submit a Cover Letter and Resume by email to: **employment@shorelinefire.com**.
For first consideration, apply by **Sunday, November 1st at 11:59pm**. Applications will be accepted until the Department determines a sufficient quantity of qualified applications are received.

Please include **HR Specialist** in the subject line.

TERMS & CONDITIONS

Veteran's Scoring: Candidates requesting veteran's scoring will be asked to submit documentation (DD214 or NGB Form 22) which indicates the nature of the discharge as well as the Department's scoring criteria declaration form to employment@shorelinefire.com by the application deadline.

Reasonable Accommodation: In compliance with the Americans with Disabilities Act (ADA), Shoreline Fire Department will make reasonable accommodation during any and all phases of the selection process for individuals with a disability. Please contact Human Resources at (206) 533-6570 by the application deadline date to request accommodation.

Equal Employment Opportunity Statement: Shoreline Fire Department provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.

Disclaimer: The provisions of this hiring notice do not constitute a contract, expressed or implied, and any provisions contained in this notice may be modified or revoked at the discretion of the Department.

For more information visit our website at www.shorelinefire.com
For questions regarding this position email: employment@shorelinefire.com